

Report for Week Ending 16 April 1958  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

- a. Installation of Subject-Numeric File in Office of Chief, 25X1A9a  
Central Processing Branch, RSD, OP. [REDACTED]

✓ Completed. Revised filing plan distributed to CPB employees and ARO for OP, who have agreed to retire or destroy approximately 2 cu. ft. as soon as possible (temporary clerical shortage and seasonal increase in workload of CPB prevent completion of this phase at present).  
25X1A9a

- b. Subject-Numeric File System in OSI. [REDACTED]

✓ Installation of the Agency filing system in OSI/FSD/Scientific Resources Branch has been completed.  
25X1A9a

- c. File Equipment Review [REDACTED]

In addition to the fourteen safes reported last week thirteen more are being returned to stock. Again the Offices concerned are the Office of Personnel and [REDACTED]  
25X1A8a

2. Assignments 25X1A9a

- a. Installation of Subject-Numeric File in Office of Director of Personnel. [REDACTED]

Began 14 April. Completed preliminary survey of files of D/Pers, which include following OP records: Executive Officer, Career Management and Training Liaison Officer, and Budget Officer. Installed guides and began conversion from previous alphabetical files.

- b. Improved Method of Filing Biographic Profiles (Forms 1200) in Selection Staff, OP. [REDACTED] 25X1A9a

No change from previous report.

- c. Map Library Division, ORR [REDACTED] 25X1A9a

✓ Approval has been given by the Division Chief for the conversion to Open File Shelving. Specifications for the purchase of this shelving are now being prepared.

- d. CIA Library, OCR [REDACTED] 25X1A9a

Two proposals have been developed to be submitted to the Library which will relieve the filing space shortage for the Book Collection. These proposals will be forwarded as soon as Security approval is received on the floor plans. (The Safety Officer is out of town this week).

Sanitized - Approved For Release :  
CIA-RDP70-00211R000200180055-9

25X1A9a

e. Records Management Survey- Office of DCI [REDACTED]

Preliminary survey continuing in the offices of the DCI. The Executive Registry has segregated about 7 cu. ft. of inactive records in preparation for retirement to the Records Center.

25X1A9a

f. File Systems - ORR, Geographic Area [REDACTED]

Installation of subject-numeric file system has been completed in the files of the Chief, Library Division. This will result in 6 cu. ft. of records retired to the Records Center. Action is being initiated to change the disposition instruction for one item on the Records Control Schedule.

25X1A9a

g. OTR- Records Control Schedule - [REDACTED]

Schedules for the JOT Program and the Clerical Training Faculty has been approved and signed. Schedules are being prepared for the Operations Support Faculty and the Orientation and Briefing Officers Office.

25X1A9a

h. Office of the DD/S. [REDACTED]

Schedule is being retyped to reflect some of the changes proposed by the ARO. The retention period for one item on the schedule is being held in abeyance until a further discussion has been held with [REDACTED]

25X1A9a

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i. Assistance to ARO/OP in OP Internal Memo on Records Maintenance. [REDACTED]

No change from previous report.

25X1A9a

j. Acquisitions Branch Library/OCR. [REDACTED]

25X1A6a

Floor plans for two areas in [REDACTED] have been prepared for this Branch. The plans provide for book shelving to be installed and will be forwarded when Security approval is received.

k. Comptroller/Machine Records Division [REDACTED]

25X1A9a

Prepared a floor plan which provides for use of steel shelving in a vaulted room for this Division. This shelving will be used to store blank cards, forms, etc. Present plans are to use 8 sections of shelving which the Records Center has in excess to its present needs. The erected shelving will provide storage for 400 linear feet. Arrangements for obtaining this shelving will be made tomorrow with Mr [REDACTED] At [REDACTED]

25X1A9a

25X1A6a

3. Vital Materials

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25X1A6d

25X1A9a

- a. Mrs. [REDACTED] of OCR, accompanied last weeks trip to the [REDACTED] to view OCR deposits. It is hoped that this inspection will assist us in establishing a Vital Materials deposit schedule for this office. A meeting with Mr. [REDACTED] will be held tomorrow to discuss the entire OCR depositing activity, Mr. [REDACTED] of DD/P and Mr. [REDACTED] of ORR/Map Division also accompanied this trip to work on deposits of their respective offices.

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- b. Microfilming of Vital Materials in OSI continues.

25X1A6d

- c. A request for overtime has been concurred in by this office and forwarded to [REDACTED] for approval. Request submitted in order that the Repository may prepare punch cards, to serve as an index for "special center deposits", to make appropriate guides and tabs generally for the entire Vital Materials collection, and to inventory all Vital Material holdings.

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